



**YOUTH COMMUNITY CORRECTIONS BUREAU
GREAT FALLS YOUTH TRANSITION CENTERS
STANDARD OPERATING PROCEDURES**

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Applicable ACA Standards: 3-JCRF-3D-01, 3-JCRF-3D-02, 3-JCRF-3D-03, 3-JCRF-3D-04, 3-JCRF-3D-05	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

I. CENTERS DIRECTIVE:

Rules of conduct, resident's rights, and penalties that may be imposed are included in a document and shall be used as guidelines for both residents and staff. This document shall be thoroughly reviewed with the resident at the time of admission and signed by the resident and staff member reviewing it with the resident. The document shall be posted conspicuously in the facility, with the resident having a copy. This procedure will be reviewed annually.

II. DEFINITIONS:

Separation - Remaining in an area at the request of a staff member for up to one hour.

Facility Restriction - Remaining in the facility's premises at the request of a staff member until given permission to leave. Facility restriction generally shall be excluded during medical appointments or needs, religious activities and educational obligations under law, or during employment unless overwhelming evidence is present to prohibit these activities.

Restriction - The curtailment of activity as a disciplinary action, used only if consultation and advisement with the erring resident fails.

Major Rule Violation - An action such as willful destruction of property, stealing, unforced sex offenses, intimidation or threats, possession of contraband, escape, fighting, or assault.

III. PROCEDURE:

A. Discipline

1. The program will emphasize positive rewards endeavoring to provide four positives for every one negative.
2. **Informal Resolution of Problems**: Staff shall make every effort to resolve problems with the least amount of intervention required. Efforts shall be made to instruct and counsel the resident without using a formal disciplinary process. Staff shall use, among others, accountabilities statements, restitution, discussions, immediate corrective actions, and/or voluntary work projects, or medication.
3. **Formal Disciplinary Process**: Prior to initiating a report or a disciplinary action, careful attention should be given to the program rules in determining the

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seriousness of the misbehavior and the types of discipline appropriate. For example:

- a. staff will make every effort to maintain control of residents through methods of positive reinforcement;
- b. discipline will be administered in a way to create a learning experience for the resident; and
- c. discipline will never be of a nature or administered in a way that will degrade or humiliate.

B. Sanctions

The following types of actions may be taken when a resident violates a rule sufficiently to warrant action, keeping in mind that discipline is to teach better behaviors, not enforce conformity by fear:

1. Separations
2. Facility restrictions (except for meals, education and vocational programming, clinics, and employment)
3. Limited curfews
4. Extra work details
5. Suspension or reduction of privileges (visitors, phone, recreation, television, radio, etc.)
6. Limited or total loss of furlough or overnight passes

C. Offenses

Prior to initiating a report or a disciplinary action, careful attention should be given to the program rules in determining the seriousness of the misbehavior and the types of discipline appropriate. The following are some examples:

1. Horseplay: it is important for staff to be able to determine if two residents are simply playing around within “normal” and safe limits in appropriate areas or if they are placing themselves and/or others or property at risk.
2. Off Agenda: This could be absence from an area the resident is supposed to be in or presence in an area that the resident should not be in. This may include scheduled appointments in the community that are missed. It is an issue of intent, and in most cases this is a relatively minor offense when considered on a one-time basis.

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3. Failure To Do Work Assignments: The frequency with which this behavior is repeated determines the seriousness of discipline. Staff must determine if the resident actually knew how to do the assignment.
4. Aggravating or Harassing Others: This could cover such areas as language, making fun of, or in any other way holding another up to ridicule.
5. Verbal Disrespect: This must be confronted and could conceivably be considered cause for disciplinary action, but it shall not be considered uncontrolled behavior.
6. Destruction of Property: The seriousness of discipline will be in response to the degree of destruction and a determination by staff between intentional and accidental destruction.
7. Stealing: Discipline will match the value of what is stolen and frequency of the offense.
8. Sexual Activity/Relationships: Would involve voluntary participation. It shall not include a forced encounter. Once force is used, the offense shall be treated as an assault. Sexual contact or relationships between residents or between a resident and staff is not allowed. (Refer to [YCC 1.3.12 Staff Conduct with Current and Discharged Offenders](#))
9. Disobeying a Direct Order: Refusal to stop or refusal to initiate a particular behavior or activity asked by a staff member is considered a possible offense.
10. Intimidation or Threats: Intimidation and threatening another person must be considered a serious offense warranting significant consequences.
11. Possession of Contraband: Possession of any item that could be used as a weapon, or for purposes of harm or wrongdoing (e.g. alcohol, drugs, or excessive money), or that is listed in the facility rules as a violation is to be considered a serious violation.
12. Verbally Uncontrolled: When a resident who is cursing and threatening refuses to stop after being warned to cease by staff.
13. Absconding: this may be a law violation, warranting the placement of charges with the court. This shall be considered a serious offense.
14. Fighting: Any physical violence shall be considered one of the most serious offenses and shall warrant immediate action of separation and possible discipline depending on the severity.

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15. Assault: An intentional physical attack on an individual that inflicts serious injury or harm should be considered a very serious offense, with possible placement of charges with the court as an option for discipline.
16. Sexual Assault: An intentionally forced sexual action that inflicts serious mental or physical injury or harm should be considered a very serious offense, with placement of charges with the court.
17. Out of Area: A resident being in an area of the facility that is not a common area without permission of staff on duty.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V. REFERENCES:

[YCC 1.3.12](#) *Staff Conduct with Current and Discharged Offenders*

VI. ATTACHMENTS:

YTC 130-1 (A) Request for Level Advancement
YTC 130-1 (B) Level Expectations